

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

SCHEDULE  
NO. 612-103

PAGE  
NO. 1 of 4

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF LICENSING AND REGULATION		Office of the Secretary Assistant Secretary
Item No.	Description	Retention
1.	<u>LEGISLATION:</u>  Copies of all House and Senate Bills introduced into the Legislature.	Retain for two (2) years, then destroy.
2.	<u>DEPARTMENTAL LEGISLATION:</u>  Final drafts of departmental legislation written by this office and associated correspondence filed alphabetically by name of Board or Commission.	Retain for three (3) years, then destroy.
3.	<u>GENERAL ADMINISTRATIVE CORRESPONDENCE:</u>  Letters, reports, legislation, memoranda, charts and miscellaneous material which reflect the routine operations of this office.	Retain permanently correspondence, directives and other material relating to planning and policy, that illustrate the development and organization of the department. Transfer periodically to the MD State Archives. All other material retain for three years and audit, then destroy.

CRIV 103-138

Schedule Approved by Department,  
Agency, or Division Representative

Schedule Authorized by

6-21-93  
~~6-21-91~~  
Date

*Robert A. Smith*  
Signature

Director  
Title

SEP

1 1993

Date

State Archivist